

Clean Water Fund Program (CWFP) – Application Process & Contents

GETTING STARTED

ITA and PERF - The first step in the application process for obtaining Clean Water Fund Program (CWFP) financial assistance is to submit [Intent to Apply \(ITA\)](#) and [Priority Evaluation and Ranking Formula \(PERF\)](#) information in the Environmental Loans (EL) [online system](#).

Placement on List - After DNR staff review the ITA/PERF, DNR sends information to the applicant municipality and their consulting engineer regarding the placement of the project on the **CWFP Project Priority List** for the upcoming State Fiscal Year (SFY). DNR also publishes [Next Steps](#) information on the web to assist municipalities in moving through the application process.

APPLYING FOR ASSISTANCE

Eligible to Apply - To be eligible to apply for CWFP financial assistance for a given SFY, an applicant's project(s) must appear on the [CWFP Project Priority List](#) for that SFY.

Application Deadline – If an applicant wishes to compete for Principal Forgiveness (PF) funding, they must submit all applicable items indicated below by the **September 30th** CWFP PF application submittal deadline. CWFP applicants may submit applications at any time throughout the year if not requesting PF because the CWFP operates the regular loan program on a continuous funding cycle. **Incomplete applications will be ineligible** for loan funding until a complete application has been received. If a complete application is not received until after the September 30th deadline for PF, the project will not be eligible for PF, even if the original submittal occurred prior to the deadline. There is no grace period.

Application Contents – To obtain CWFP financial assistance for project construction, each applicant must submit a **COMPLETE** application, including all required documentation as outlined below:

- *Facility Plan Approval* - Evidence of compliance with [facility planning requirements](#) contained in the Bureau of Water Quality's [administrative code](#), NR 110.

Important: Municipalities/engineering firms must submit their facilities plans to the Bureau of Water Quality for approval. Provide sufficient lead time (preferably six months) before the September 30 application deadline for completion of the facilities plan review. State statutes and codes require the Department to approve, conditionally approve, or reject plans and specifications for all [reviewable projects](#) within 90 days of receipt of acceptable plans and specifications, unless a time extension is granted. The extension shall not exceed 6 months.

- *Plan Review Compliance* - Evidence that approvable, biddable plans and specifications for the project were submitted to the [Bureau of Water Quality](#). (Contact the Bureau Water Quality regarding specific plans and specifications submittal requirements.)
- *Plans and Specifications* - An additional, electronic copy of approvable, biddable construction plans and specifications must be submitted to the Bureau of Community Financial Assistance for all portions of the project for which funding is being requested.
- *Application Form* - An applicant must complete all required fields in the online system in addition to attaching all required documentation. The online application system will not allow the submittal of an application that has any required fields left blank or required attachments that are missing.
 - The completed application form must include:
 - a detailed project description
 - a project budget that identifies ineligible costs and costs to be financed through other sources

- financial information of the municipal applicant
 - a four-year projection of utility revenues and expenses
 - the utility's operation and maintenance budget
 - interim financing information
- **Additional Required Online Application Documentation** - The following documentation must be uploaded to the online system for your application be complete.
- Executed [engineering contracts](#) for preparing the engineering report and plans and specifications. The budget in the application must include construction costs for a municipality to receive loan funds for engineering report and/or design costs (unless the municipal applicant provides evidence that another funding agency is financing the construction costs). If available at the time of application submittal, an executed construction management contract may also be included.
 - [Authorized Representative Resolution](#) - A resolution authorizing a municipal official or an individual employed by the municipality to act as the applicant's representative relating to the application and other documentation required for obtaining financial assistance.
 - [Reimbursement Resolution](#) - A reimbursement resolution declaring intent to reimburse municipal accounts with financial assistance proceeds. We recommend that applicants pass a reimbursement resolution prior to incurring any project costs to protect the municipality's ability to be reimbursed with CFWP financial assistance.
 - [Green Project Reserve \(GPR\)](#) – Indicate if the project includes any “green” elements as described on the GPR form.
 - [Cost & Effectiveness Certification](#) – All applicants must certify that they have studied and evaluated the cost and effectiveness of the processes, materials, techniques and technologies for carrying out the proposed project. Applicants must certify that they have selected, to the maximum extent practicable, a project that maximizes the potential for efficient water use, reuse, recapture, conservation and energy conservation. The cost of construction, operations and maintenance and replacement must be taken into account.
 - Municipal Financial Information ([Credit Review](#)) - Financial information required by the Department of Administration (DOA) as indicated below. This information is necessary in determining the affordability of the project and the financial capability of the municipality to repay the loan.
 - Municipality's current year budget with year-to-date information
 - Municipality's current wastewater utility budget with year-to-date information
 - Municipality's financial audits for the previous two (2) years
 - Principal and interest payment schedule for each outstanding bond issue for the next five (5) years
 - Latest official statements for publicly issued bonds/notes and bond authorizing resolutions
 - IRS tax related documentation
 - [Interim Financing](#) – Debt instrument to be refinanced, if applicable
 - [Intermunicipal Agreement](#) - A proposed or executed intermunicipal agreement if the project serves more than one local governmental unit.
 - [User Charge System](#) - The proposed user charge system if the Public Service Commission (PSC) **does not** regulate the applicant's sewerage system.
 - Contracts with system users – Any existing or proposed contracts with system users.

COMPLETENESS REVIEW – NO LONGER A GRACE PERIOD TO SUBMIT MISSING DOCUMENTATION.

A DNR project manager will review your submitted application for completeness. If the application is complete, DOA staff will perform a preliminary credit review; the DNR project manager will email your municipality indicating the application is complete; and the project will be included on the CWFPP funding list.

If the project is deemed incomplete, it will be ineligible for loan funding until a complete application has been received. If a complete application is not received until after the September 30th deadline for PF, the project will not be eligible for PF, even if the original submittal occurred prior to the deadline.